

Returning to Work Guide



CAMPBELL
UNIVERSITY

Leading with Purpose

Guiding Priorities

As we prepare to resume traditional operations at Campbell University, policies for responding to the COVID-19 pandemic will be rooted in these guiding priorities:

- Ensure the health and safety of our community
- Protect the academic mission of the institution and continue instruction
- Sustain university operations

Campbell's plans will be aligned with North Carolina's Phased Reopening Model as well as recommendations from the federal government (guidelines for reopening) and the Centers for Disease Control (CDC). The [Fall Semester Task Force](#), coordination and collaboration with the President's Cabinet, will continue to monitor federal, state, and local guidelines related to social distancing, face coverings, and related practices and will make adjustments to policies as needed.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

The ways in which we live into these policies are rooted in the spirit of community we know at Campbell University. By wearing face coverings and practicing physical distance, we care for our neighbors and care for ourselves.

Thank you for being a community that cares for one another.

Steering Committee,

Dr. Dennis N. Bazemore, Vice President for Student Life, Chair
Capt. Chase Banker, Director of Campus Safety
Rev. Faithe Beam, Associate Vice President for Spiritual Life
Sandy P. Connolly, Vice President for Business and Chief Financial Officer
Kellie Nothstine, Dean of Campus Life
Dr. Nicholas Pennings, Director of Health Services
Scot Phillips, Director of Facilities Management
Dr. Wesley Rich, Associate Dean for Health Sciences
Aaron Schnoor, Executive President, Student Government Association

Work Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in disciplinary action as outlined in the personnel manual. Supervisors are responsible for staff and faculty compliance.

Monitoring Symptoms

Employees who have been instructed to return to campus must conduct symptom monitoring daily before reporting to work. **You must be free of ANY symptoms potentially related to COVID-19.**

Symptom Checklist

If you have these symptoms, **STAY HOME.**
Contact the Campbell Health Center immediately.

- Cough
- Shortness of breath
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell



At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Employees should not come to work if they are sick, presenting symptoms, or have been exposed to someone who has tested positive.

Employees should follow proper [healthcare guidelines](#), as defined by the Centers for Disease Control and Prevention (CDC) related to COVID-19 and consult with their direct supervisors regarding any illness or absences.

Phased Staffing

Campbell University will implement phased staffing back to campus in order to ensure the health and safety of our community. University leaders will evaluate phased staffing based on work essential for staff to be on-site, the ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions, once approved, will be communicated through your supervisor, dean, or vice president as soon as possible. **Please do not return to work without consultation with your supervisor.**

Benchmark return to work dates

Phase I: July 15, 2020

Phase II: Aug. 3, 2020

Phase III: Aug. 17, 2020

Your return date may be different based on the plan developed by your supervisor.

The Fall 2020 Task Force, in conjunction and collaboration with the University Cabinet, will monitor the health and safety of the community and adjust this policy as necessary.

Temporary workplace accommodation for employees with risk factors

The Centers for Disease Control and Prevention (CDC) states individuals with certain conditions may have a higher risk for COVID-19 infection.

An employee whose health condition falls within one of the CDC High Risk Categories, is pregnant or is requesting an exemption from returning to campus after a department/school has been told to cease remote work may request, in writing, a temporary workplace accommodation submitted to the Human Resources Director at telmore@campbell.edu.

The request should state what accommodations are being requested, reason for the request and any pertinent information regarding the request (Healthcare provider note, etc.). The Human Resources Director will work with the employee's supervisor and respective Vice President to determine if a reasonable accommodation can be made.

Staffing options

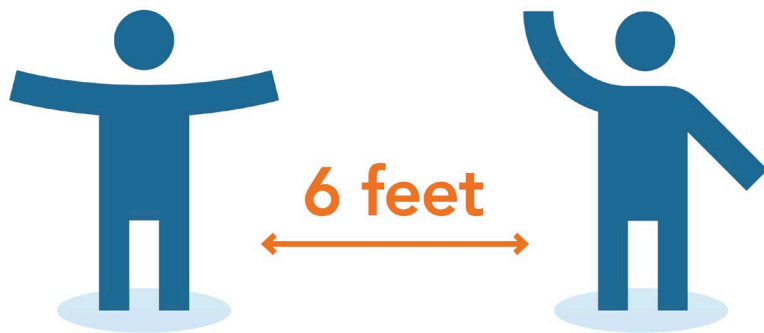
Once employees have been identified to return to work on-site, there are options departments and supervisors may consider that include maintaining required social distancing measures and reducing population density within buildings and workspaces.

1. **Alternating Days** – In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days where possible. Such schedules will help enable social distancing, especially in areas with large common workspaces.
2. **Staggered Reporting/Departing** – The start and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least thirty minutes will reduce traffic in common areas to facilitate social distancing requirements.
3. **Remote work.** Those who can work remotely to fulfill some, or all of their duties may be able to do so using a full/partial day/week schedule defined by their supervisor which may also include alternating days. This will reduce the number of individuals present on our campuses and the potential spread of the virus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures for mitigation. If localized outbreaks emerge, tighter restrictions and reduced staffing on campus may need to be implemented.

Personal Safety Practices

Face Covering & Social Distancing Policy



Effective June 26, 2020, and until further notice, all Campbell University students, employees and visitors are to practice social distancing (maintaining a minimum of six feet between individuals) while on Campbell property. Wearing a face covering is recommended when in a public setting and required when social distancing is not possible.

The CDC advises the use of face coverings to slow the spread of COVID-19 by helping people who may have the virus and do not know it avoid transmitting it to others.

The Fall Semester Task Force and University leadership will continue to monitor federal, state, and local guidelines related to social distancing, face coverings and related practices. We will make adjustments to this policy as needed.

[View the complete policy >](#)

Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#).



Putting on the face covering/disposable mask

1. Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
2. Ensure the face covering/disposable mask fits over the nose and under the chin.
3. Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
4. Tie straps behind the head and neck or loop around the ears.

Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask

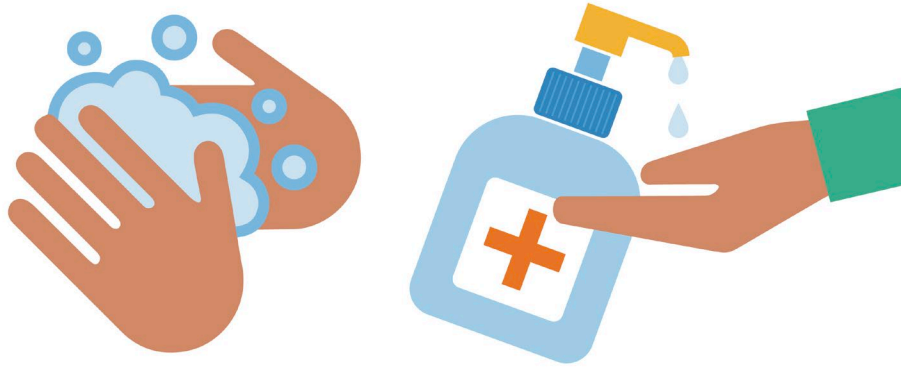
1. Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
2. When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
3. Wash hands immediately after removing.

Care, storage and laundering

- Keep face coverings/disposable masks stored in a paper or plastic bag when not in use. If using a paper bag, seal the bag; plastic bags should be left open.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face.



If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Cleaning/Disinfection

Housekeeping teams will clean offices and workspaces based on CDC guidelines. Facilities Management will also maintain hand sanitizing stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared spaces or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).



The Health and Safety Task Force has named a [Building Coordinator](#) for each building on Main Campus and a coordinator for each extended campus. Building Coordinators will work in conjunction with the Task Force and facilities management staff to prepare buildings and spaces for students and employees to return to campus. The coordinators will continue monitoring the availability of sanitation supplies including hand sanitizer, disinfectant, and PPE throughout the year.

[Find your Building Coordinator >](#)

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds.

If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% alcohol.

Guidance for Specific Workplace Scenarios

Meals

Wash hands thoroughly before and after eating to reduce the potential transmission of the virus.

If dining on campus, wear your face covering until you are ready to eat and then replace it afterward. Dining establishments are required to allow at least six feet of distance between each customer, including lines and seating arrangements.

Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside if possible.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Departments should remove or rearrange chairs and tables or add visual cue markers in employee break rooms to support social distancing practices between employees.

Only remove your mask or face covering in order to eat, then put it back on. Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas.

Support for Emotional Well-Being

Campbell University's Employee Assistance Program (EAP) offers confidential resources and referral services through ComPsych. The University provides this benefit to you and your dependents at no cost.

Call 877-533-2363 (TTY 800-697-0353) for direct, 24/7 access to a Guidance Consultant who will answer your questions and, if needed, refer you to a counselor or other resources.

Go online to guidanceresources.com and enter Web ID: My5848i to connect directly with a Guidance Consultant about your issue or to consult articles, podcasts, videos and other helpful tools.

The [Office of Spiritual Life](#) also serves as a resource for the campus community. Connect by phone at 910-893-1547 or email dawsone@campbell.edu.